

## **DRAFT MINUTES/UNAPPROVED**

North Haven Memorial Library Board Meeting  
Thursday, September 15, 2016

### ***Minutes***

Attendance: The meeting was called to order by John Graef at 7:00pm.

Present: Ruth Bryant, Paul Colella, John Graef, Susan Griffiths, Mary Anne Hardy, Patricia LaTerza, Erin MacDonnell, Peter McPhedran. Mary Ann Santora (Secretary)

Absent: Michael Fletcher, Kimberly Carew, Jeanne Saldanha.

1. John Graef requested that the minutes of the May 19<sup>th</sup> meeting be accepted. Peter McPhedran asked that the minutes be amended to reflect a word change in the Director's report. Minutes were amended. Motion by Ruth Bryant, seconded by Paul Colella.
2. Financial Statement: John Graef asked that the financial statement be accepted. Motion by Erin MacDonnell, seconded by Paul Colella.
3. Old Business: None.
4. New Business:

#### Directors' Report:

- A. The library has a new Assistant Director, Susan Griffiths. The children's librarian, Emily Jenkins is out on maternity leave for twelve weeks. One of our clerks has resigned to take a full time position at another library. Two new part time people have been hired.
- B. The building is in need of repairs. The paint is peeling in the stairwell. There are several tiles that are stained and need to be cleaned. The sidewalk is crumbling and needs to be fixed. Public works is in the process of beginning repairs. The cleaning contract will be reviewed and the Director will meet with the person in charge of this building.
- C. Collections are being moved. All of AV has been moved downstairs. Fiction and Large Print books have been spaced out. There are a lot more books on display.
- D. Policies need to be updated. Four policies will be emailed to the Board for review. They will be discussed at the next meeting. A subcommittee will meet to help with this project.
- E. Programs – there is a new list available for Juvenile and Adult programs. The summer reading program had 315 participants. There were 40 prizes distributed ranging from gift baskets, gift certificates to theatres and local businesses.

Grand prize was an overnight stay at the Old Saybrook Inn. Upcoming events with Town organization include: Peter's Rock Fall Festival, a genealogy program with the Historical Society, Martha Culver Library and Alfred Tulk, an artist.

- F. Thank you to the Rotary for their generous donation of \$1000.00. This money will be used for the Job and Career Corner.
  - G. The library received free shelving from the Plainville Library.
  - H. State funding has been cut. The CT Education Network will now charge a monthly on-line fee of \$450.00. The library no longer receives a state grant which was around \$1200.00 a year. There has also been a decrease in Connecticut from \$9867.00 last year to \$6864.00 this year. Connecticut now delivers three times weekly instead of five. There is a huge backlog and a task force will try to come up with some type of solution.
  - I. Other libraries use ECOMMERCE – fees paid with a credit card. We would like to have this available at our library as well.
  - J. The LION staff will now service nine of our computers.
- 5. The new Assistant Director Susan Griffiths is getting to know the staff. There will be weekly full time staff meeting on Fridays. Many projects are in the works. She is currently examining and updating procedures to better suit the need of our patrons. A new website overhaul is in the works.
  - 6. Paul Colella stated that the Friends will have a book sale on Friday, Oct. 28<sup>th</sup> from 10a.m. to 5 p.m. and Sat., Oct. 29<sup>th</sup> from 10 a.m. to 4 p.m.
  - 7. The next scheduled meeting will be held on November 17<sup>th</sup>, at 7:00 p.m. The meeting was adjourned at 8:20 p.m. Motion by Mary Anne Hardy, seconded by Erin MacDonnell.